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MINUTES

OF THE

CIA CAREER COUNCIL

16th Meeting, Thursday, 15 December 1955, 4:00 p.m.  
DCI Conference Room, Administration Building

Present: Harrison G. Reynolds, D/Pers, Chairman  
Matthew Baird, DTR, Member  
Richard Helms, COP, DD/P, Alt. for DD/P, member  
Lyman B. Kirkpatrick, IG, Member  
[redacted] D/CO, Alt. for D/CO, member  
[redacted] SA/DD/I, Alt. for DD/I, Member  
Lawrence K. White, DD/S, Member  
[redacted] Executive Secretary  
[redacted] Reporter

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DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. ☐  
☐ DECLASSIFIED  
CLASS. CHANGED TO: TS S  
NEXT REVIEW DATE: 20/11  
AUTH: HR 70-2  
DATE 24/06/81 REVIEWER: [redacted]

Guests

Norman Paul, Legislative Counsel  
[redacted] Office of Training  
[redacted] Office of Training  
John S. Warner, Deputy General Counsel  
[redacted] Office of Personnel  
[redacted] Office of Personnel

1. The minutes of the 15th Meeting of the CIA Career Council were approved as distributed.

2. The Chairman reported briefly on the status of "Promotion and Assignment Policies" and of "Manpower Staffing Requirements".

25X1A9A 3. Dr. [redacted], Chief, A and E Staff, OPR, presented the proposed scheme for launching the new Fitness Report in the Agency. This consisted essentially of a condensed and intensive briefing and training schedule as follows:

a. A briefing session, to be conducted by Dr. [redacted] on 20 December 1955, for senior executives, Assistant Directors, Office Heads, and Staff Chiefs and their deputies, so that they will have a clear picture of their role in the system.

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b. Training sessions to be conducted by [redacted], Chief, Management Training Division, OPR, during the first two weeks of January for senior administrative and personnel officers throughout the Agency. The Council approved this program.

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The Council approved the issuance of a Handbook (HB [redacted]) which would give guidance to supervisors setting official standards and reviewing

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officials on the preparation and use of Fitness Reports. The Council also approved the proposed Regulation (R [ ] with slight modifications and delegated to a special committee consisting of Messrs. [ ] (Acting Chief, Regulations Control Staff) the responsibility of revising those portions of the Regulation as directed. The Council disapproved the issuance of an announcement Notice.

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The Council dismissed the problem of using separate versions of the Regulation for headquarters and field use and directed that one version be used if possible, recognizing that problems in the field necessarily differed from those in headquarters. The Council approved for one year the preparation of three copies of the Fitness Report so that it would be possible to place one copy in the Official Personnel Folder immediately on receipt and use the second copy for action as well as research purposes, the third copy remaining with the Career Board concerned.

The Council discussed in detail the role of the reviewing official and agreed that a Fitness Report was an opinion of the supervisor, on which the Reviewing Official was asked to comment. For this reason it was improper to require a Rating Official to change his report. On the other hand, if a Rating Official consistently over- or under-evaluated his subordinates or evaluated them carelessly or unrealistically, he in turn should be evaluated accordingly.

The Council agreed that it should be permissive for senior supervisors to rate supergrades under their jurisdiction either by the Fitness Report or by a memorandum of evaluation.

4. Messrs. John Warner and Norman Paul briefed the Council on recent developments and details on CIA's presentation of its Legislative Program to the Bureau of the Budget. Among those matters discussed were:

- a. An amendment to our Logistical authority.
- b. Liberalization for the payment of storage costs.
- c. Charging TDY travel to the Fiscal Year in which it commences.
- d. Foreign and territorial post differentials.
- e. Exemption of quarters and living allowances from taxation.

5. The Council approved the issuance of a Headquarters' Notice to CIA Military Reservists (N [ ])

6. The Council referred the Staff Study on "Cancellation of Membership in the Career Staff" back to the CIA Selection Board for re-study.

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7. The Council approved the report of the Career Development Committee and the issuance of Regulation [ ] "Junior Career Development Program".

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8. The Council disapproved the issuance of the "Honors List" on security grounds.

9. The Council postponed the presentation of the impact of Reduction in Force on membership in the Career Staff until the next meeting.

10. The Council adjourned at 5:05 p.m.



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Executive Secretary  
CIA Career Council

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